



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM: To interested organizations	DATE: September 9, 2021 года
	REFERENCE: RFP/023/21 - Providing services for workshops and trainings on startup development for young people in Karakalpakstan

Dear Sir / Madam:

Please submit your proposal for the provision of services for workshops and trainings for government officials, experts and specialists of research organizations of the Republic of Uzbekistan on the World Trade Organization and the accession process.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted no later than **18.00 hours local (Tashkent) time 24th of September 2021**, via email, courier mail or fax to the address below:

United Nations Development Programme (UNDP)
Republic of Uzbekistan 4, Taras Shevchenko Street, Tashkent 100029
Tel: + 998 71 120-34-50, 120-61-67;
Fax: + 998 71 120-34-85
Procurement Unit, UNDP Uzbekistan

The email address for submitting the proposal is: bids.uz@undp.org¹

The proposal submitted by e-mail to bids.uz@undp.org should have the following title:

Subject: RFP/023/21 - Providing services for workshops and trainings in startup development among the youth of Karakalpakstan ²

Your Proposal must be in English or Russian and be valid for a minimum period of 90 calendar days from the date of bid opening. Proposals submitted in another language must have an unofficial translation into English or Russian. If there is any discrepancy in the proposals, the Russian language proposal will prevail.

When preparing a Proposal, it is your responsibility to ensure that the proposal reaches the above-mentioned addressee within the specified time frame. Proposals received by UNDP after the above deadline, for any reason, will not be considered. Proposals sent by e-mail should be submitted in .pdf format and ensure that they are signed and stamped, and that they do not contain any viruses or harmful content.

Quotations received by UNDP after the specified deadline, regardless of the reason for the delay, will not be eligible for consideration. Quotations in unmarked sealed envelopes (see above) may get lost and not reach the addressee. If you are emailing your Proposal, please ensure that it is signed by an authorized person, stamped, and saved in .pdf format, with no viruses or corrupted files. Unsigned and unsealed proposals may be rejected by UNDP.

If you intended to submit your proposal by courier mail, consequently your proposal should be in sealed envelope with the following marking on envelope:

¹ Bids submitted to other email accounts will not be accepted and will be rejected

² An email submission that does not contain this subject line or without a reference to the subject of the tender will not be opened and will be rejected

TO: UNDP in Uzbekistan
ATTENTION: Procurement Unit
SEALED QUOTATION ref: RFP/023/21 –
Providing services for workshops and trainings on startup development among young people in
Karakalpakstan.

PROPOSER: [NAME AND ADDRESS OF YOUR COMPANY]
Tender submission deadline: 18:00 Tashkent time (GMT +5),
24th of September, 2021
"DO NOT OPEN"

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 2.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:
http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Sincerely yours,
UNDP Uzbekistan

Description of Requirements

Context of the Requirement	Rendering services on conducting workshops and trainings in the field of development of start-ups among young people of Karakalpakstan.
Implementing Partner of UNDP	Ministry of Economic Development and Poverty Reduction of the Republic of Uzbekistan, Council of Ministers of the Republic of Karakalpakstan, Department of Innovative Development of the Republic of Karakalpakstan, Department of the Youth Affairs Agency of the Republic of Karakalpakstan.
Brief Description of the Required Services: ³	<p>Within the framework of the UNDP, UNFPA and FAO Joint Programme "Promoting creative and innovative potential of youth and vulnerable populations by strengthening their adaptive capacity to address economic and food security in vulnerable communities in the Aral Sea region", it is planned to create a youth innovation platform at the Youth Center in Karakalpakstan. This platform will prepare the youth of the region in terms of the development of start-ups and innovative ideas. A recent assessment of the Joint Program among young people (more than 110 respondents, 64% male and 36% female, respectively) in Karakalpakstan showed their interest in participating in start-up training/education. Almost ¾ of the respondents are students, and 27% of respondents have taken part in startup training in one way or another, but have not yet implemented a project, and most 60% have not participated in startup training. And 92% of youth responded positively to the question of whether they were willing to participate in startup training.</p> <p>This program was developed in accordance with state programs, especially those related to socio-economic development, the development of the agricultural sector, job creation, promotion of business initiatives and entrepreneurship, professional skills development, the development of startups among young people and the development of the digital economy.</p> <p>The following key legislative acts were considered in the development of the terms of reference:</p> <ul style="list-style-type: none"> -Law of the Republic of Uzbekistan "On the state policy on youth" of August 24, 2016; - The Law of the Republic of Uzbekistan "On Startups" (under discussion) (ID № 17135) of April 27, 2020. - On measures for complex socio-economic development of the Republic of Karakalpakstan in 2020-2023.
List and Description of Expected Outputs to be Delivered	<p>At least 30 young people are taught the basics of startups (creating ideas, formulating startup ideas). Then young people are divided into teams in 4 areas: economic (general), social (general), climate change/agriculture (general), and information technology (these can be combined with other areas) in individual mentoring programs.</p> <p>Competitions are organized among the teams and winners are determined.</p>

³A detailed TOR is attached to the solicitation document

	<p>Winners are awarded a prize (lump sum or appropriate equipment/items). Winners / winning teams participate in acceleration programs and are assisted with possible funding for their startup projects.</p> <p>A final report with recommendations (including a list of organizations, including donors, that provide financial and technical support to startup initiatives).</p>
Person to Supervise the Work/Performance of the Service Provider	Manager of Joint Programme UNDP, UNFPA, FAO: "Promoting creative and innovative potential of youth and vulnerable population by strengthening their adaptive capacity to meet the challenges of economic and food security in vulnerable communities of the Aral Sea region".
Frequency of Reporting	As per TOR
Progress Reporting Requirements	See section Results of the TOR
Location of work	<input checked="" type="checkbox"/> Correspondence/faculty form or hybrid form (combining full-time and correspondence form) - based on Zoom, Microsoft teams, Cisco WebEx or other video conferencing platforms.
Expected Business trips	Planned depending on the epidemiological situation in the region
Expected duration of work	150 calendar days from the date of signing the contract
Target start date	Within 10 calendar days after signing the contract
Latest completion date	150 calendar days from the date of signing
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services:	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> U.S. Dollars or <input checked="" type="checkbox"/> Euro <input checked="" type="checkbox"/> Uzbek sum
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> The tender offer must not include VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of</i>)	<input checked="" type="checkbox"/> 90 calendar days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

<i>submission of quotes)</i>	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms				
	Outputs	Outputs	Timing	Condition for Payment Release
	At least 30 young people are trained in the basics of startups (creating ideas, formulating startup ideas). The youth are then divided into teams in 4 areas: economic (general), social (general), climate change/agriculture (general), and information technology (can be combined with other areas) in individual mentoring programs.	50% of the total amount	60 calendar days from the date of signing the contract	within fifteen (15) calendar days of the fulfillment of the following conditions: (a) Written acceptance of UNDP stages; and b) Receipt of an invoice for payment from the Service Provider.
	A competition is organized among the teams and the winners are determined. Winners are awarded a prize (lump sum or appropriate equipment/items). Winners / winning teams participate in acceleration programs and are assisted with possible funding for their startup projects.	50% of the total amount	90 calendar days from the date of signing the contract	within fifteen (15) calendar days of the fulfillment of the following conditions: (a) Written acceptance of UNDP stages; and b) Receipt of an invoice for payment from the Service Provider.
	A final report with recommendations (including a list of organizations, including donors, that provide financial and technical support to startup initiatives).			within fifteen (15) calendar days of the fulfillment of the following conditions: (a) Written acceptance of UNDP stages; and b) Receipt of an invoice for payment from the Service Provider.
Payment will be made after the work is done and after the following conditions are met:				

	<div>a) A written document accepting UNDP results.</div> <div>b) Receipt of an invoice for payment from the Service Provider.</div> <div>c) Signing by the parties of documents confirming completion of contractual obligations and acceptance by UNDP.</div>																				
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Manager of Joint Programme UNDP, UNFPA, FAO: "Promoting creative and innovative potential of youth and vulnerable population by strengthening their adaptive capacity to meet the challenges of economic and food security in vulnerable communities of the Aral Sea region".																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Professional Services Contract/ Face sheet																				
General Terms and Conditions of the Contract ⁴	<div><input checked="" type="checkbox"/> General terms and conditions for contracts</div> <div>Applicable terms and conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</div>																				
Criteria for Contract Award	<div><input checked="" type="checkbox"/> Lowest price among technically appropriate offers</div> <div><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</div>																				
Criteria for the Assessment of Proposal	<div><div><div>Technical Proposal</div><table><tr><th>#</th><th>Technical evaluation of proposal</th><th>%</th><th>Score</th></tr><tr><td>1</td><td>Expertise of the Firm</td><td>35%</td><td>35</td></tr><tr><td>2</td><td>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</td><td>40%</td><td>40</td></tr><tr><td>3</td><td>Management Structure and Qualification of Key Personnel.</td><td>35%</td><td>35</td></tr><tr><td></td><td>Total</td><td>100%</td><td>100</td></tr></table></div><div>Contract will be awarded to the technical responsive offer proposed the lowest price. Offers are not received the minimum pass score of 70% of technical proposal scores will be recognized as the proposal does not meet the technical requirements of the tender.</div></div>	#	Technical evaluation of proposal	%	Score	1	Expertise of the Firm	35%	35	2	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	40%	40	3	Management Structure and Qualification of Key Personnel.	35%	35		Total	100%	100
#	Technical evaluation of proposal	%	Score																		
1	Expertise of the Firm	35%	35																		
2	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	40%	40																		
3	Management Structure and Qualification of Key Personnel.	35%	35																		
	Total	100%	100																		

⁴ Service Providers are cautioned that failure to accept the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider Sub-contracting is not allowed. Service Provider must perform the entire scope of work on their own, without the involving sub-contractors or experts
Annexes to this RFP ⁵ :	<input checked="" type="checkbox"/> Statement of Interest (Annex 1) <input checked="" type="checkbox"/> Application form for submission of the Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Documents to be submitted	<input checked="" type="checkbox"/> Duly filled, signed by an authorized person, sealed by the applicant's company Form Annex 2, according to the list of requirements in Annex 2; <input checked="" type="checkbox"/> Profile - a description of the nature of commercial activity, information about the company (not exceeding 10 pages), confirming the specialization, practical experience of the Applicant in the required direction; <input checked="" type="checkbox"/> Company's profile with detailed information (company name, address, contact details, etc.) using the form provided (Table 1, Annex 2); <input checked="" type="checkbox"/> Information on the founders and on the joint ownership/shareholdings or other direct/indirect interests in other companies, using the form provided in (Part 1, Annex 1); <input checked="" type="checkbox"/> At least 2 successful contracts, signed between the firm by the Applicant and the clients, where the Applicant has rendered the similar service during the last 5 years, using the form (Table 2, Annex 2); <input checked="" type="checkbox"/> Certified by the signature of the authorized person and stamp of the Applicant, a copy of the certificate of incorporation of the company; <input checked="" type="checkbox"/> Copy of the page of the Charter of the organization, signed and sealed by the authorized representative of the applicant, where the information about the founders is indicated; <input checked="" type="checkbox"/> Financial statement for the last 2 years certified/confirmed by a third party, auditing company or other similar institutions; <input checked="" type="checkbox"/> Own written declaration confirming that the company is not on the UN Security Council list 1267/1989, UN Procurement Division list or other disqualification lists; <input checked="" type="checkbox"/> Any information regarding any past or current litigation within the past 5 years; <input checked="" type="checkbox"/> Owners' signed resumes and declaration of readiness of professionals involved in the project during contract performance <input checked="" type="checkbox"/> References and a list of corporate customers/clients who have received similar services." <input checked="" type="checkbox"/> The service provider must provide a step-by-step concept and flowchart of the assigned tasks/methodology with a timeline (no more than 10 pages) for detailed information See. Annex 2, B: Proposed Methodology for the Completion of Services.

⁵If there is information on the web, you can only give the address link of the web page.

Eligibility Criteria	<input checked="" type="checkbox"/> At least 2 successfully completed contracts for a similar service within the last 5 years <input checked="" type="checkbox"/> Permanent office, accessible by landline and permanent staff of at least 4 people. <input checked="" type="checkbox"/> Stable financial condition: (a) a liquidity ratio of at least 1 in the last 2 years if financial statements are presented OR (b) confirmation from the bank that the Candidate is in stable financial condition as per the above requirements;
Contact Person for Inquiries (Written inquiries only) ⁶	Procurement Unit +998 71 1203485/ pu.uz@undp.org Any delay in response by UNDP should not be used as a reason for extending the deadline for submission of a proposal unless UNDP determines that such an extension is necessary and communicates to the applicants a new deadline
Other Information (other requirements)	Offers submitted by two (2) or more Offerors will be rejected if any of the following occurs (a) they have one controlling partner, director, or common stockholder; or (b) Either of them receives or has received any direct or indirect subsidies from the other/s; or (c) Have the same legal representative for purposes of this request; (d) Have a direct relationship with each other or through a third party that puts them in a position to have access to information or influence the other supplier's proposal for this solicitation (RFP); (e) Are subcontractors of each other's proposal or a subcontractor of one proposal submits another proposal on its behalf as the lead supplier; or (f) The expert proposed as part of the applicant's team is also involved in other bids submitted as part of this solicitation. This condition shall not apply to a subcontractor appearing in more than one bid submitted under this solicitation.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

EVALUATION OF PROPOSALS

UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **RFP**. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **RFP**. Absolutely no changes may be made by UNDP in the criteria; sub-criteria and point system indicated in the **RFP** after all Proposals have been received.

Evaluation forms for technical proposals are given below:

Form 1: Expertise of the Company

Form 2: Methodology -Proposed Work Plan and Approach

Form 3: Management Structure and Key Personnel

Technical Proposal Evaluation		Points Obtainable	Company / Other Entity				
Form 1			A	B	C	D	E
Expertise of the Company							
1.1	At least 5 years of experience in training, education, or consulting, including seminars and trainings on startup project development; - More than 8 years of experience: 10 points - 6-7 years of experience: 8 points - 5 years: 5 points • - Less than 5 years are not allowed	10					
1.2	At least 5 years of experience in developing workshop and training programs on startup ecosystem development - More than 8 years of experience: 8 points - 6-7 years of experience: 5 points - 5 years: 4 points • - Less than 5 years are not allowed	8					
1.3	At least two letters of recommendation from government agencies and/or international organizations that have received similar services • More than 4: 7 points • With 3 -4 : 4 points • 2: 3 points • Less than 2 is not allowed	7					

1.4	At least 2 successfully completed contracts for similar services in the last 5 years using the form (Table 2 of Annex 2) <ul style="list-style-type: none"> • More than 4: 10 points • With 3 -4: 8 points • 2: 7 points • Less than 2 is not allowed 	10					
Total Part 1:		35					

Technical Proposal Evaluation		Points Obtainable	Company / Other Entity				
Form 2			A	B	C	D	E
Methodology – Proposed Work Plan and Approach							
2.1	Is the scope of task well defined and does it correspond to the TOR? • Perfect – 10 points; • Good – 8 points; • Satisfactory – 6 points; • Not acceptable – 0.	10					
2.2	To what degree does the Proposer understand the task and effective method of its provision? • Perfect – 12 points; • Good – 10 points; • Satisfactory – 8 points; • Not acceptable – 0.	15					
2.3	Does the provided methodology meet the requirements specified in the terms of reference? • Perfect – 12 points; • Good – 10 points; • Satisfactory – 8 points; • Not acceptable – 0.	15					
Total Part 2:		40					

Technical Proposal Evaluation Form 3	Points Obtainabl e	Company / Other Entity				
		A	B	C	D	E
Management Structure and Key Personnel						
3.1. Key Expert 1. Project manager						

3.1.2	Experience in creating startup projects in various areas (IT, climate change, social and smart agro technologies, etc.). Has successful stories including functioning startup projects.	7					
3.1.3	At least 5 years of experience in training, education, or consulting, as well as the development and conduct of workshops and trainings on the development of startup projects.	7					
3.1.4	With a university degree in any of the following fields: economics, business administration, IT, or other related fields	3					
3.1.5	Language skills: Russian, English	1					
	Subtotal:	18					
3.2 Key expert 2							
3.2.1	Experience in training in the field of startups. Experience in mentoring several startup projects.	3					
3.2.2	At least 5 years of experience in the startup ecosystem, as well as building a team of start-uppers.	3					
3.2.3	With a university degree in any of the following fields: economics, business administration, IT, or other related fields	2					
3.2.4	Language skills: Russian, English	1					
	Subtotal:	9					
3.3 Key expert 3							
3.3.1	Experience in organizing startup trainings and creating focus groups in different areas (social, IT, climate change and general economics).	3					
3.3.2	At least 5 years of experience in startup project development.	2					
3.3.3	With a university degree in any of the following fields: economics, management, or other related fields;	2					
3.3.4	Language skills: Russian, English	1					
	Subtotal:	8					
	Total Part 3:	35					
	Total Parts 1,2,3:	100					

* The overall evaluation score will be based on a combination of the technical score and the lowest price quote. (The evaluation method that applies for this RFP shall be as indicated in the **RFP**).

Part 1: DECLARATION OF INTEREST

Dear Sir/Madam,

We/I, _____ (Name and Title), as Director/Founder of _____ Company, declare that:

(a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of Uzbekistan that announced the tender; and do not have access to information about, or influence on the selection process for this tender;

(b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this tender with any other entity submitting its Quotation under this tender; are not subcontracting or are subcontractors to other entities for the purposes of this tender; and that the experts proposed in the team do not participate in more than one Quotation for this tender;

(c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the tender.

We declare that we are not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)*

[insert: Location].

[insert: Date]

Ref#: RFP/023/21

To: Procurement unit of UNDP Uzbekistan

We, the undersigned, hereby offer UNDP the following services in accordance with the requirements specified in RFP/023/21 and all its annexes, as well as the General Terms and Provisions of UNDP contracts. We confirm that we have read, understood and accept the requirements and terms of the terms of reference describing our duties and responsibilities under this RFP, as well as the general UNDP terms and conditions under the contract.

We agree to abide by the terms of this commercial offer within **90 calendar** days from the deadline specified in the request for the submission of the offer; it remains binding and can be accepted at any time before the expiration of this period. We hereby declare that:

(a) All information and statements presented in this tender offer are true, and we agree that any incorrect information contained in it may lead to our disqualification;

(b) At present, we are not included in the UN register which includes companies that are not entitled to supply, and other similar lists of other UN agencies, and we are in no way connected with any companies or persons included in the UN Security Council Committee Consolidated List 1267/1989.

(c) We are not at the stage of unfinished bankruptcy and we have no lawsuits or claims that could adversely affect our work as an operating enterprise;

(d) We do not employ people who work or have recently worked for the UN or UNDP, and we do not plan to hire such persons.

We are aware that your organization reserves the right to accept or reject any of the proposals received, is not responsible for such actions and does not undertake to inform the supplier of their reasons without a request from us.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

a) Profile – describing the nature of business, information about the company (10 pages max.) confirming the field of expertise, practical experience of the Offeror in the required area.

b) The company's charter should include the right and other permits to provide the service, Registration Papers, Tax Payment Certification, etc.

c) Recommendations at least 5 to whom such services were provided

d) A copy of Latest Business Registration Certificate and License verified by signature of authorized person and stamp.

B. Proposed Methodology for the Completion of Services

The service provider should provide a step-by-step concept and implementation scheme for the tasks/methodology with a work schedule (10 pages max.), describe how it will meet the RFP requirements with a detailed description of the main performance characteristics of the work, reporting mechanisms and quality assurance, and rationale for the proposed methods in the context of local conditions and the type of work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.
- d) Copy of diplomas, certificates, as required by UNDP.

D. Cost Breakdown per Deliverable *:

Corresponding / faculty form or hybrid form (combining full-time and part-time form) - based on platforms for video conferencing Zoom, Microsoft teams, Cisco WebEx or others.

Stages	Results [list as indicated in the RFP]	Percentage of total contract price	Price _____(specify currency) (Total amount, including everything)
1.	Conducting workshops and trainings specified in clause 4.1. of this ToR. Reporting on the results of seminars and trainings on the work done in Russian/English	50%	
2.	A competition among teams is organized and winners are determined. Winners / winning teams participate in acceleration programs and are assisted in the possible financing of their startup projects specified in clause 4.2. of	50%	

	this ToR. Submission of a report on the results of the workshops and trainings on the work done		
	Total:	100%	
Payment will be made after the work is done and after the following conditions are met: <ul style="list-style-type: none"> a) A written document of acceptance by UNDP of Outputs. b) Receiving of the invoice for payment of Vendor c) The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP. 			

** This shall be the basis of the payment tranches, whether there are discrepancies between the total amount specified in tables D and E, in that case the price rate indicated in table (D) will be prevalent. .*

E. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services (please include all team members who will be involved in to implement this project)				
a. Team leader				
b. Specialist 1.				
c. Specialist 2				
d. Specialist 3				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance including accommodation				
III. Other Direct Related Costs (translation, printing and other)				
IV. Overhead expenses (no more 3,5%)				

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

TABLE 1: COMPANY PROFILE КОМПАНИИ

COMPANY PROFILE 1. Offeror's Legal Name [insert Offeror's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]		
4. Year of Registration in its Location: [insert Offeror's year of registration]		
5. Countries of Operation	6. No. of permanent staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Offeror's legal address in country of registration]		
9. Value and Description of Top three (3) Biggest Contracts for the past eight (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Offeror's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

TABLE 2: PERFORMANCE OF SIMILAR CONTRACTS. *

Name of delivered goods	Terms of the contract (year, month)	Cost of work	Customer (Company name, full name of the contact person, telephone)

* Requires at least three similar contracts.

[Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

TERMS OF REFERENCE (TOR)

SUBJECT: Rendering services on conducting workshops and trainings in the field of startup development among young people in Karakalpakstan

1. Background

Within the framework of the UNDP, UNFPA and FAO Joint Programme "Promoting creative and innovative potential of youth and vulnerable populations by strengthening their adaptive capacity to address economic and food security in vulnerable communities in the Aral Sea region", it is planned to create a youth innovation platform at the Youth Center in Karakalpakstan. This platform will prepare the youth of the region in terms of the development of start-ups and innovative ideas. A recent evaluation of the Joint Program among young people (more than 110 respondents, 64% of males and 36% of females respectively) in Karakalpakstan showed their interest in participating in start-up training/education. Almost $\frac{3}{4}$ of the respondents are students, and 27% of respondents have participated in startup training in one way or another, but have not yet implemented a project, and most 60% have not participated in startup training. And 92% of youth responded positively to the question of whether they were willing to participate in startup training.

This program is designed in accordance with government programs and policies, especially those related to socio-economic development, agro-sector development, job creation, promotion of business initiatives and involvement of households in entrepreneurial activities, professional skills development, startup development among young people and development of the digital economy.

In developing the terms of reference, the following key legislative acts were considered:

- Law of the Republic of Uzbekistan "On the state policy on youth" dated August 24, 2016;
- The Law of the Republic of Uzbekistan "On Startups" (under discussion) (ID № 17135) of April 27, 2020.
- On measures for complex socio-economic development of the Republic of Karakalpakstan in 2020-2023.

2. Objective

The current Terms of Reference are in line with Joint Program Goal-1; Reducing the vulnerability of unemployed, unskilled youth, women and returning migrants by empowering and encouraging the basic entrepreneurial skills and innovation of youth in the region. By increasing the capacity and skills of young people (about 30) in forming startup ideas and further promoting them to MVP (market viable product) level.

3. Work area

It is expected that during this period the potential supplier will conduct a series of trainings on formulation / startup ideas and development of project documentation. The target group is the youth of Karakalpakstan. The training program should consist of "startup basics" and the materials should be available in Russian/English languages. Depending on the COVID-19 situation the training can be conducted online or offline. In addition, the winners should progress through mentoring sessions, divided into the following startup groups:

- economic startup project
- social startup project

-IT startup project

- climatic (agriculture-related) startup project.

After the mentoring session, a competition will be organized to determine the top 3-4 startup projects. Winning teams will be awarded a prize (lump sum or appropriate equipment/items). Further winning teams should move on to acceleration and skill-building trainings.

4. Scope of work and deadlines

No	Results	Deadline	Payment
1	At least 30 young people are taught the basics of startups (creating ideas, formulating startup ideas). The youth are then divided into teams in 4 areas: economic (general), social (general), climate change/agriculture (general), and information technology (these can be combined with other areas) in individual mentoring programs.	October 31, 2021	50% post payment
2	A competition is organized among the teams and the winners are determined. Winners are awarded a prize (lump sum or appropriate equipment/items). Winners / winning teams participate in acceleration programs and are assisted with possible funding for their startup projects.	January 31, 2022	50% post payment
3	A final report with recommendations (including a list of organizations, including donors, that provide financial and technical support to startup initiatives).		

5. Planned timeline: October 2021-January 2022.

6. Reporting

After the training, you must write a written report of at least 10 pages with clear recommendations and suggestions for further development of the startup ecosystem in the region.

7. Certification

The training organization must provide certificates of training to participants.

8. Details

The commercial offer includes all expenses related to the Startup Fundamentals training and mentoring and acceleration programs. And all related costs such as travel, hotel accommodation (in case of on-site training), etc., Flash Cards (in case of distance learning). Given the situation with COVID-19 in the country, you can also consider / adopt a combined approach of distance and on-site training.

9. The UNDP Joint Programme will help to

- organize halls/places/for courses during the training period in Nukus, coffee breaks/lunches/for participants during the trainings;
- to provide appropriate Internet connection and ZOOM platform for conducting online lectures (if necessary)
- to provide necessary equipment (projector, whiteboard, markers, flip charts, etc.) for conducting trainings in Nukus
- provide translation from / into Russian / Karakalpak language if necessary.
- Ensure presence of training participants
- All security measures against COVID-19 will be observed. UNDP Joint Programme will provide participants with necessary protection (disinfection, masks, antiseptics, etc.) for the duration of trainings in Nukus.

10. Required experience for the job

- Experience in developing startup projects involving young people for at least 3 years;
- Have adequate staff and expertise in the above areas;
- Have an appropriate certificate of service;
- Able to share information about startup support organizations;
- The ability of trainers to develop high-quality training materials in Russian and conduct training sessions;
- Have a history of successful international startups (preferably);
- Have the facilities (laboratories, workshops, centers) to demonstrate the innovation process that is taking place in the field;
- Have a working/home address, phone number, e-mail.